

EMPLOYEE DEVELOPMENT PLAN GUIDANCE

BEFORE THE ASSESSMENT MEETING

MANAGER

- Establishes an environment conducive to career development discussion, including a private location and adequate time without interruptions.
- Prepares to communicate organizational direction and skill development needs to employee.

Issues Considered –

- What are the critical elements of the employee's position?
- What are the skills required to support the organization's future direction?

EMPLOYEE

- Prepares to communicate career interests and discuss specific skill strengths and weaknesses.
- Reviews his/her multi-source assessment before the discussion.

DURING THE ASSESSMENT MEETING

EMPLOYEE AND MANAGER

- Discuss the current and future organizational needs.
- Discuss the multi-source assessment (optional first year) and the performance management evaluation, as well as any other relevant assessments, and relate the feedback to development opportunities.
- Create a development plan with specific action items and a timeline –
 - List ways to improve current job performance, and/or
 - List ways to enhance overall professional growth and development, to improve opportunities to compete for new assignments, or to increase impact on the organization's objectives.

Questions a manager might ask an employee –

- What areas would you like to strengthen or further develop?
- What are your career goals?
- Do you have other skills of which I may not be aware that might be valued by our organization?
- What resources do you need to implement your career development plan?

Questions an employee might ask a manager –

- How do you see my skills meeting the present needs of our organization?
- What skills do you think I need to develop to meet the future needs of our organization?
- How realistic are my career goals?
- How do I find out about being mentored?

AFTER THE ASSESSMENT MEETING

MANAGER

- Continues to provide organizational information about development opportunities, support systems, and resources.

EMPLOYEE

- Implements his/her career development plan.

EMPLOYEE AND MANAGER

- Talk periodically about the progress on implementation of the development plan.